



CITY OF FALLS CHURCH

January 25, 2014

Dear Exhibitors:

The City of Falls Church Recreation and Parks Department is once again offering three major events this year. We would like to extend an invitation for you to exhibit at these events. We will be hosting the **Memorial Day Parade & Festival**, the **Fall Festival & Taste of Falls Church** and the **Holiday Gift & Craft Show**.

The **Memorial Day Parade & Festival** will be held on Falls Church City Hall grounds on **Monday, May 26, 2014; 9am-5pm**. This event is open to crafters, civic groups and food vendors and a limited number of merchants. The average attendance is 12,000 people.

The **Falls Church Fall Festival & Taste of Falls Church** will be held on Falls Church Community Center Grounds and Cherry Hill Park on **Saturday, September 13, 2014; 10am-4pm**. This event is open to crafters, civic groups and a limited number of merchants. Average event attendance is 7,000 people.

The **Holiday Gift & Craft Show** will be held inside the Falls Church Community Center on **Saturday, December 6 from 9am-4pm and Sunday, December 7 from 11am - 4pm**. Set-up hours will be on Friday, December 5 from 5-8pm or Saturday, December 6 from 6-9am. This juried show is open to both crafters with handmade items and a limited number of merchants who have unique gift items, but do not make the items themselves. This show has an average attendance of 1,500 people.

A discount will be offered to crafters who participate in **both** the **Memorial Day Parade & Festival** and the **Fall Festival & Taste of Falls Church**. **Both applications must be submitted by the deadline for Memorial Day applications, March 21, 2014**. Fees are as follows:

Crafters: 6' (width) x 10' (depth) booth for both events = **\$150 (Save \$20)**
10' (width) x 10' (depth) booth for both events = **\$240 (Save \$30)**

The City of Falls Church accepts all major credit cards (Visa, MasterCard, American Express and Discover) and checks for payment. Please feel free to call (703) 248-5199 or e-mail amaltese@fallschurchva.gov if you have any questions.

Sincerely,

Amy Maltese

Senior Program Supervisor, Special Events